



Our commitment to the Orange County community is to help children with developmental disabilities reach their full potential, improve the quality of life for their families, and foster an attitude of acceptance and inclusion.

EMPLOYMENT APPLICATION

Equal Employment Opportunity: We prohibit unlawful discrimination on the basis of any characteristic protected by applicable local, state, or federal law.

Please Print

DATE: _____

Full Name		Social Security No.	Home Phone Number
Cell Phone Number		Email	
Current Address			
Previous Address			
Position desired			
How did you learn about the position you are applying for with UCP?			
If you are under 18 years of age can you, after employment, submit a work permit? No <input type="checkbox"/> Yes <input type="checkbox"/>			
Expected pay \$ _____ per _____	Date available _____	Are you on layoff or subject to recall? No <input type="checkbox"/> Yes <input type="checkbox"/>	
Have you applied here before? No <input type="checkbox"/> Yes <input type="checkbox"/> When? _____	Have you previously been employed here? No <input type="checkbox"/> Yes <input type="checkbox"/> When? _____ Under what name? _____		
If presently employed may we inquire of your present employer? No <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable <input type="checkbox"/>		List any friends/relatives working at UCP:	

EDUCATION AND SKILLS

	Name of School	Location	No. of Years Completed/Degree
High School			
Trade or Business School			
College			
Post Graduate			

List certificates or licenses you hold, or specialized training you have completed that may help you qualify for employment:
List equipment that you operate that may help you qualify for employment:
List job related professional or technical organizations to which you belong:

Have you ever been convicted of a criminal offense? No Yes Please note: You need not divulge marijuana convictions that are more than two years old, convictions that have been sealed, expunged, or eradicated; or misdemeanor convictions for which probation has been completed or otherwise discharged and the case dismissed. If yes, state the nature of the crime(s), when and where convicted, and disposition of the case.

If the position for which you are applying requires that you drive, can you provide proof of a valid California driver's license, clean driving record and California auto insurance? No Yes CADL# _____

Are you able to perform the essential functions of the job for which you are applying? No Yes If no, please describe the essential functions that cannot be performed:

Please note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing skill and agility tests.)

Can you, if employed, submit verification of your right to work in the United States? No Yes

EMPLOYMENT HISTORY – *Complete in full regardless of resume submission*

If more space is needed, please use reverse side or attach separate paper. Applications with missing information will be returned to be completed in full.

Employer	Title
Address	Supervisor's Name
Pay Rate	Telephone No.
Dates of Employment _ thru	Duties
Reason for Leaving	
Employer	Title
Address	Supervisor's Name
Pay Rate	Telephone No.
Dates of Employment _ thru	Duties
Reason for Leaving	
Employer	Title
Address	Supervisor's Name
Pay Rate	Telephone No.
Dates of Employment _ thru	Duties
Reason for Leaving	

REFERENCES

Please list the names of two references other than your direct supervisor. Please do not include friends or relatives.

Name	Relationship
Address	Telephone No(s).
Name	Relationship
Address	Telephone No(s).

Please read carefully, **initial** each paragraph and sign below:

- _____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and complete to the best of my knowledge. I further certify that I, the undersigned, have personally completed this application. I understand that my omission or misstatement of fact on this application, on any document used to secure employment or in my interview, may be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovered.
- _____ I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by verbal exchange, written document or conduct unless such change is specifically acknowledged in writing by the Executive Director of United Cerebral Palsy of Orange County.
- _____ I hereby authorize United Cerebral Palsy of Orange County to investigate all statements in this application as well as any other records concerning me and I will release all persons whomsoever from any claims, demands, or liabilities on account of furnishing such information, and United Cerebral Palsy of Orange County may, without liability, truthfully disclose said information and answer all inquiries and references concerning me.
- _____ I understand that if I am extended an offer of employment, it may be conditioned upon my successfully passing a pre-employment alcohol and drug screening examination and TB test (or chest x-ray). I understand that my job offer or my continuing employment, if hired, is contingent upon my being physically,

mentally and medically able, with or without reasonable accommodation, to successfully perform the essential functions of my job. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

_____ I understand that I am required to abide by all the rules and regulations of United Cerebral Palsy of Orange County.

I have read, understand, and by my signature consent to these statements.

Applicant's Signature

Date

Please type or print name

Please fax your completed, signed application to:

(714) 276-0107

Or mail/deliver to:

United Cerebral Palsy of Orange County
230 Commerce, Suite 190
Irvine, CA 92602
Attn: Human Resources